

2012 Public Library Bookkeeping Workshop on November 7 and repeated November 15

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Gateway Annual Report and 100R

Topics

Annual Report - Changes and Enhancements
100R - New to Gateway
Data to Enter on the 100R
Which Employees to List
Compensation
Initial Questions Screen
Upload Process

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Gateway Annual Report and 100R

Reminders

E-mail questions to annualreport@sboa.in.gov
Read the User Guides

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Gateway Annual Report

General Changes and Enhancements

Some changes to Receipt and Disbursement Categories
Roll Forward Funds and Beginning Balances
Roll Forward other Information such as:
Grants
Debt and Leases
Non-Gov
Amounts for these items will NOT roll forward

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Gateway Annual Report
General Changes and Enhancements
Add Columns to the Grant Schedule:
A box to indicate whether the grant is an Advance vs. a Reimbursement Grant
Receipts for the Grant
Allow users with Edit permission to run a Pre-submission edit check

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Gateway Annual Report
Questions?

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Gateway 100R
Data to Enter on the 100R
Employee's Name
Office or Department
Business Address
Job Title, Position, or Duties
Compensation

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Gateway 100R

Which Employees to List on the 100R

The Gateway 100R is changing the definition of which employees to list on the 100R.

The old way – List each person employed the month of January.

The New Way

List **ALL** people employed during the past calendar year.

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Gateway 100R

The Amount of Compensation

The Gateway 100R is changing how the amount of compensation is reported.

The old way – The compensation was listed on a “per unit” basis. For example \$10 per hour or \$500 per week.

The New Way

List the amount PAID to the employee for the year.

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Gateway 100R

Initial Questions

1. Will you enter the data manually or upload a file?
Manual ☐ Upload ☐

2. Number of employees (full and part time) that you paid compensation to during the past year.

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Gateway 100R

Initial Questions

3. You answered zero employees. Please respond to the following. We are not listing any employees on the Form 100R because:

A. Our employees are paid by another unit. Yes ☐ No ☐
 If Yes, enter the name of the unit.

B. We don't have any staff that are considered Employees by the IRS and don't issue any W2 forms. True ☐ False ☐

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Gateway 100R

Initial Questions

	Full Time	Part Time
4. Does your unit offer a health plan to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
5. Does your unit offer a pension plan to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
6. Does your unit offer other benefits to employees?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

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Gateway 100R

100R Upload Process

Is the upload process a viable alternative?

How many Employees do you have?

Is the required data already in electronic form?

Can the data be extracted into a properly formatted CSV file?

Who will create the process to extract the data into the CSV file?

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Gateway Annual Report and 100R

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Reminders

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